

TENDER NOTICE

+ What Is a Tender Notice?

We know that notices in pdf are documents used to inform people of an important matter in writing. To better understand what a tender notice is, we should first know what tender means.

“To tender” means to invite bids from various contractors or vendors to perform a certain job or to provide a certain service at a competitive price. In other words, tender notices are written notifications posted by companies that invite potential contractors, who would do a certain job or project and provide service at a competitive price. This gives the company a wide range of choice.

+ The Process of Tendering

The process of tendering is very simple. But care must be taken while preparing it because it is considered as the official document. And thus, once it is submitted it becomes a legal document and you have to follow the terms and conditions of that tender.

The tenders should be submitted in the sealed covers. Specific date and time need to be mentioned on the top. It should also be accompanied with specified enclosures like EMD which earnest money deposit. This is normally 2% of the estimated value in the tender.

This is done to make sure that there are no non-serious bidders bidding for the contract. The deposited money will be refunded once the bidding process is successfully over. The firm that gets the contract has to replace this EMD with performance guarantees and has to offer up to 10% of the estimated amount and the experience certificates.

Once the bidding process is over, the first thing done is the technical details that are mentioned by the bidders are taken up to the discussion by the bidders. If the bid is accepted and you are not signing the contract then the EMD is forfeited.

Usually, in the bidding process, the firm with the lowest bid gets away with the contract. In order to curb the fraud, the governing body can reject all the bids without giving any proper reasons. The court that is given the jurisdiction can also intervene in the matter of any dispute.

✚ How to Write a Tender Notice

A tender notice can be written in any format. What matters more is the content of the tender free notice. Here is a summary of what must be written in the notice:

- A complete description of goods and services to be obtained.
- Conditions of tender, stipulating the terms and requirements to meet.
- An outline of the criteria used for evaluating submitted tenders.
- Format on how a tender notice letter should be presented once submitted.
- Rules on the process of submitting the tender, such as the deadline, etc.
- The conditions of the contract.

✚ Tender Notice Format

TENDER NOTICE FORMAT	
Office:	Chief Engineer/O&M,
Tender Specification No:	524 /O&M/PC-1567 dated 30-07-2013
Issuing Authority:	Chief Engineer/O&M, (Procurement Cell), GHTE Lehra Mohabbat
Address	Chief Engineer/O&M, (Procurement Cell), GHTE Lehra Mohabbat
Short Description of material/item	Procurement of Silica Gel and Ceramic Ball Quantity = 3150 Kg.
Tender Publication (Details of Newspaper)	As per standard norms of Punjab State Power Corporation Limited in newspapers like Indian Express, Hindustan Times, The Tribune, National Herald & Times of India etc.
Eligibility Criteria, if any (in brief)	As specified in the NIT.
Starting date of Sale of Tenders.	01-08-2013 11-00 Hrs.
Last date of Sale of Tenders.	26-08-2013 Upto 15-00 Hrs.
Last Date for Bid submission:	30-08-2013 Upto 11-30 Hrs.
Pre Bid Meet Date	
Bid Opening	30-08-2013 At 12-00 Hr.
Document Cost:	Rs. 500/-
Payment Mode:	By Demand Draft payable at Rampura Phul or Cash
Payment in favour of:	Accounts Officer/O&M, GHTE, Lehra Mohabbat
EMD:	@ 2% By Demand Draft payable at Rampura Phul or Cash Minimum Rs. 5000/-.
Contact	Phone No: 0164-2756347

Inviting Tender Sample

NOTICE INVITING TENDER

N.I.T. No:.....

DATED:.....

For and on behalf of the Governor of Sikkim, Chief Engineer, Buildings & Housing Department, invites sealed tenders from the eligible contractors of appropriate class of the State for the work listed under:-

Sl. No.	Name of work	Value put to tender (Rs)	Completion Time (in months)	Amount of Bank Receipt for cost of tender documents (Rs)	Amount of Earnest Money @ 2.5% for issue of tender form (Rs)
1.	Construction of Chenrezig Shingkhams Riwo Potala at Sangha Choeling Complex in West Sikkim.	18,30,01,596.00	30 months	1,00,000.00	45,75,040.00

TIME SCHEDULE

- (a). Last date for submission of application : 3/07/10
(b). Display of the list of short listed contractors in the Notice board : 7/07/10
(c). Date of issue of tender documents (excluding tender forms) : 9/07/10
(d). Date of issue of tender forms (on production of T.D.R) : 12/07/10
(e). Date of pre-bid meeting : 16/07/10 at 1300 Hrs
(f). Submission of tender : from 1100 Hrs. up to 1300 Hrs. on 21/07/10
(g). Opening of tender : 1400 Hrs. on 21/07/10

CONDITIONS OF CONTRACT

1. Tender is open only to the eligible Contractors/Firms of appropriate Class registered with S.P.W.D., Roads & Bridges Department, Government of Sikkim.
2. The intending tenders / contractors should apply in writing for issue of tender documents. The application would invariably be signed by the contractor himself / herself. The tender

Tender Notice for Publication

National Legal Services Authority
12/11 Jam Nagar House, Shahjahan Road,
New Delhi-110011

F.No. L/39/98-NALSA
February 16, 2017

Tender Notice

Subject: Quotation for printing of NALSA Publications

Sealed Tenders are invited for printing of the following:

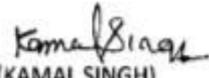
1. Quarterly official Journal titled "NYAYA DEEP", in English/Hindi language (Approx. 6500 copies).
2. Quarterly Legal Services Bulletin in English/Hindi language (Approx. 1500 copies).
3. Training Modules of NALSA English/Hindi language (Approx. 1000 copies).
4. Information booklet/brochure, in English/Hindi language (Approx. 5000 copies).
5. Brochure of NALSA schemes in English/Hindi language (Approx. 5000 copies).
6. Annual Report, in English/Hindi language (Approx. 100 copies).

The aforesaid material/books shall be published as per requirement and as and when the material is ready for publication.

The terms and conditions have been published on the website of this Authority www.nalsa.gov.in

The aforesaid terms and conditions duly accepted and signed, shall be enclosed with the tenders, in token of acceptance thereof. Sample of the said Journal can be inspected between 11:00 AM to 5:00 PM on any working day in this office.

Sealed Tender with samples of paper and acceptance of terms and conditions should reach to the undersigned on or before 03.03.2017 by 3:00 PM. Tenders received after 3:00 PM on 03.03.2017 will not be accepted. The sealed tenders will be opened at 3:30 PM on 03.03.2017. The successful printer shall execute an agreement on stamp paper as per law, incorporating the terms and conditions.


(KAMAL SINGH)
UNDER SECRETARY

Short Tender Notice

SHORT TENDER NOTICE

The SEEPZ Authority invites Sealed Tenders for disposal of non hazardous solid waste for a period of one month i.e. May 2014.

- 1) The tender documents can be obtained either from the on any working day between 11.00AM to 3.00 PM. Manager (Estate), SEEPZ SEZ Authority, SEEPZ Service Centre Bldg., SEEPZ SEZ, Andheri (East), Mumbai - 400 096 or can be down loaded from the website www.seepz.gov.in. The Tender should be submitted in sealed envelope duly subscribed "Tender for disposal of non hazardous solid waste for the month of May 2014".
- 2) The Bidder will have to pay an Earnest Money Deposit of Rs 2,00,000/- (Rupees Two Lakh only)) in the form of Demand Draft/Bankers Cheque in favour of **SEEPZ-SEZ Authority Fund** payable at **Mumbai** which is to be submitted at the time of tender in a separate envelope bearing the name of the bidder and marked 'security deposit'. **Bids without the earnest money deposit shall be treated as void and will not be considered for opening.**
- 3) The same will be refunded without any interest to successful bidder only after satisfactory execution of the contract and fulfilment of all contractual obligations.
- 4) The successful bidder shall to pay 50 % of the bid amount within the period of 2days on finalizing the tender & the balance 50% of the bid amount to be paid within period of 7days.
- 5) Earnest Money Deposit shall be forfeited if the successful bidder refuses or neglects or fails to comply with the conditions of the tender or withdraws his bid during the Tender period.
- 6) The bid is valid only for one month i.e. from 01st May, 2014 till 31st May, 2014.
- 7) The last date for receiving the quotations is till 10:30 A.M on 12th May, 2014.
- 8) The Tender will be opened in the Conference Hall of Development Commissioner Office on 12/05/2014 at 11.00 a.m in the presence of Tenderers / their representatives, who may like to be present before the Tender Committee and other Officers so authorized.

How to Use a Tender Notice

Issuance of a tender notice begins when a business chooses a qualified supplier.

Tender notices help businesses choose the best supplier. Due to a large quantity of suppliers, businesses are usually having trouble looking for the best one. With regards to that, it is much easier when the suppliers are the ones presenting their offer to the buyer. With the help of the notice, suppliers are given information about what the buyers would need, be it goods or services.

One factor that most buyers are concerned about are the prices of the goods or services. Tender two weeks' notice narrow down the list of all potential suppliers, preventing buyers from wasting time hopping from one supplier to another.

Tender notices in word give convenience to the buyers particularly with the availability of goods and services. Rather than going to the location of the supplier, buyers can have the information of what is and isn't available through the use of tenders. Who would not want a supplier who would offer a lower price for the exact same product or service?



➤ TENDER :-

- *It is an invitation from the owner to the contractor to execute some work at specified cost in specified time.*
- It is published in the form of tender notice in news papers, notice boards, online etc. according to the cost of works.

✓ Classification of tenders:-

1. Open tender :-

- An oral talk or written document between the Engineer and the Contractor
- for certain small job
- Sometimes it is advertised.

1. Sealed tender :-

- Invited for important or huge projects
- wide publicity is given
- always written documents are made.

4. Limited tender—

- Only a selected no. of contractors are invited to quote their rates

4. Single tender—

- Invitation is given to only one firm to render a service by quoting their rates.
- If the quoted rates are high, it will be negotiated prior to the agreement of the contract.

4. Rate contract—

- usually adopted for supply of materials, machine, tools & plant, etc. (items to the store).
- It specifies the supply at a fixed rate during the period of contract.
- Quantity is not mentioned



➤ **Procedure for inviting tender:-**

1. Preparation of tender documents
2. Issue of notice inviting tender or tender call notice
3. Submission and opening of tenders and their scrutiny
4. Acceptance of tender and award of contract



➤ **Information to be given in a tender document:-**

1. General conditions of tender
2. Schedule of items of work with clear specifications
3. Special conditions

CONTRACT DOCUMENTS

- When the tender of a contractor is accepted, an agreement between the contractor and the owner takes place and the documents defining the rights and obligations of the owner and the contractor are attached to the agreement bond and this is called a contract document.
- Each page of the contract document bears the signature of the contractor and the accepting authority and any correction in it is initialed.

✓ ***The Contract Document Must Contain***

1. Title page – name of work, name of owner, name of contractor, contract agreement no., contents, etc.
2. Index page – contents of the agreement with reference pages
3. Tender notice – brief description of work, estimated cost of work, date and time of receiving tender, amount of EMD and security deposit, time of completion, etc.
4. Tender form – the bill of quantities, contractor's rate, total cost of work, time of completion, amount of security deposit, etc.

contd....

5. Schedule of issue of materials – list of materials to be issued by the owner/department to the contractor with the rates and place of issue.
6. Drawings – complete set of drawings including plan, elevation, sections, detailed drawings, etc. all fully dimensioned.
7. Specifications – (a) General Specifications which specify the class and type of work, quality of materials, etc. (b) Detailed specifications – detailed description of each item of work including material and method to be used along with the quality of workmanship required

□ **Short Tender Notice**

- When Work Is To Be Completed Very Quickly Or No Contractor Prefers To Accept The Work (THE TENDER IS FLOATED)
- Then A Notice With Short Duration Is Again Published By The Client. Such A Tender Notice Is Called “SHORT TENDER NOTICE”.
- The Terms And Conditions Remain The Same As That For Ordinary Tender Notice.



Information to be given in a tender notice

1. Name of the department inviting tender
2. Name of work and location
3. Designation of officer inviting tender
4. Last date and time of receipt of tender
5. Period of availability of tender document
6. Cost of tender document
7. Time of completion and type of contract
8. Earnest Money Deposit to be paid
9. Date, time and place of opening the tender
10. Designation of the officer opening the tender
